

**CITY OF HAYWARD
PERSONNEL AND AFFIRMATIVE ACTION COMMISSION**

Thursday, December 9, 2004 at 5:00 p.m.

**Neumanali
742 B Street
Hayward, CA**

AGENDA

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS *(Note: THE PUBLIC COMMENTS section provides an opportunity for citizens to address the Personnel and Affirmative Action Commission on items not listed on the agenda. The Commission welcomes your comments under this section, but is prohibited by State law from discussing items not listed on the agenda. Your item will be taken under consideration and referred to staff.)*

APPROVAL OF MINUTES

1. Approval of minutes for regular meeting of November 4, 2004 (Action)

REPORTS

2. City Council Liaison (Information)

NEW BUSINESS

3. Review of Human Resources Director's Certification of Eligible Registers, (Previous Adoption Dates), (Action)
 - a) Animal Care Attendant, (2003)
 - b) Apparatus Operator, (2003)
 - c) Police Officer, Lateral, (2004)
 - d) Police Sergeant, (2003)
 - e) Water Meter Reader, (2002)

Robert M. Macias
Acting Human Resources Director

Personnel and Affirmative Action Commission minutes are available on audiocassette upon request in compliance with the Americans with Disabilities Act of 1990. Requests may be made by contacting the Human Resources Department at (510) 583-4500 or TDD (510) 247-3340.

CITY OF HAYWARD
PERSONNEL AND AFFIRMATIVE ACTION COMMISSION

777 "B" Street
Hayward, California 94541-5007

MINUTES

November 4, 2004

A regular meeting of the City of Hayward Personnel and Affirmative Action Commission was called to order at **5:30 p.m., on Thursday, November 4, 2004** in conference room 4A, City Hall, 777 B Street, Hayward by Chairperson Kathy Booth. Pledge of Allegiance was led by Commissioner Freddie Davis.

VISITORS

None

HUMAN RESOURCES DEPARTMENT STAFF

Robert M. Macias, Acting Human Resources Director

Phil Williams, Acting Senior Human Resources Analyst / Affirmative Action Specialist

Sonja Turner, Administrative Secretary (Confidential)

CITY COUNCIL

Olden Henson

ABSENT

Commissioner Johnnie Lacy, excused due to illness

Attendance	Present This Meeting	<u>REGULAR MEETINGS</u>		<u>SPECIAL MEETINGS</u>	
		Present to Date	Absent to Date	Present to Date	Absent to Date
		This Fiscal Yr.	This Fiscal Yr.	This Fiscal Yr.	This Fiscal Yr.
Kathleen Booth (chair)*	X	4	0	0	0
Freddie M. Davis	X	3	1	0	0
Joyce Dobro (vice-chair)*	X	3	1	0	0
Latricia Earley	X	3	1	0	0
Carol Johnson	X	4	0	0	0
Johnnie Lacy	O	2	2	0	0
Wade Owen Winblad	X	4	0	0	0

X = present

O = absent

*Appointed July 1999

PUBLIC COMMENTS

Chairperson Booth announced that today is her 30th wedding anniversary and that she is leaving, turning the meeting over to Commissioner Dobro, since there is a quorum.

APPROVAL OF MINUTES

1. Approval of Minutes for the regular meeting of October 14, 2004; (Action)
Moved to approve Minutes; (Johnson/Earley); (5-0-0)

REPORTS

2. City Council Liaison, Olden Henson, (Information)
Council Member Henson thanked the Commission for fulfilling their responsibility according to the City Charter. He announced that Mervyns has begun the first phase of three, of layoffs. Approximately three-hundred Hayward employees will be affected. Also, Toys R Us is restructuring and has declared bankruptcy. This too could have a big impact on Hayward employees. The Council is expected to make a decision this coming Tuesday evening regarding the 238 bypass project. A plan must be forwarded to ACTA and Cal-Trans. The movie theatre project is expected to be complete in another fifteen to sixteen months.
3. 3rd Quarter 2004 Affirmative Action Report (Information)
Robert Macias overviewed the report. Commissioner Davis asked for a correction to the employment dates for Supervising Librarian. Staff noted comment and will revise report.

NEW BUSINESS

4. Review of Human Resources Director's Certification of Eligible Registers, (Previous Adoption Dates), (Action)
 - a) Customer Account Clerk, (2001)
 - b) Librarian I, (2002)
 - c) Library Assistant, (2001)
 - d) Police Officer, Academy Graduate, (2004)

Moved to approve New Eligible Registers: (Johnson/Davis); (5-0-0)

5. Review of Extension of Eligible Registers, (Action)
 - a) Fire Prevention Inspector, (1st extension, 6 months)
 - b) Senior Library Page, (1st extension, 6 months)
 - c) Senior Police Records Clerk, (1st extension, 6 months)

Moved to approve Extension of Eligible Registers: (Earley/Johnson); (5-0-0)

6. December Meeting/Dinner date/location
The consensus of the Commission was to meet at Neumanali on Thursday, December 9th. Commissioner Davis has a 7 p.m. meeting that evening, so she requested a 4:30 p.m. start time. Staff will check into and advise.

There being no further business, the meeting was adjourned at 6:15 p.m.

The next regularly held meeting will be Thursday, December 9, 2004 at Neumanali, located at 742 B Street in Hayward. Time to be determined.

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